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Security Information

Carroll Service
Office Memorandum • UNITED STATES GOVERNMENT

TO : Training Liaison Officer, ORR

FROM : Division of Techniques and Methods, ORR

SUBJECT: Memorandum of 19 June 1952, "CIA Career Service Program"

DATE: 4 August 1952

The reference memorandum raises three important personnel issues on which D/T would appreciate further clarification, including some knowledge of ORR's specific operating intentions.

1. Recruitment (Tab A, paras 6 and 7; Tab E, para 1-n).

a. Is it actually anticipated that the procedure outlined under the "Professional Selection and Training Program" will apply to all recruitments up through GS-11? If so, how soon will this blanket application be put into effect?

b. What additional time lag can we anticipate in recruitment as a result of the new procedure? According to Tab E, para 1-n, "field testing of candidates" (4), "interview, review, and decision by Professional Selection Panel" (11), and "entrance into CIA Intelligence School" with "review of training record by Professional Record Panel" (14 and 15), will be added to the present lengthy recruitment process. Furthermore, if the final decision by the Professional Selection Panel follows security clearance (10), this appears to introduce another point of uncertainty and potential lag into recruitment.

2. Rotation (Tab A, para 8; Tab F)

a. To what extent is the plan of rotation actually to be applied?

b. Is it anticipated that acceptance of a rotation assignment will be compulsory in practice as it appears to be in principle?

c. Will the rotation principle be applied retroactively to personnel who came into the Agency before the program was adopted?

Our primary concern with the introduction of the rotation system is not occasioned by doubts of its contribution to efficiency of operation. We deduce from the reference memorandum that CIA intends to employ rotation judiciously and on a rather small scale. If this turns out to be the case, rotation can probably make a net contribution to the pool of executive ability available to CIA and to the Agency's over-all coherence. (In fact, such rotation simply formalizes the type of movement from job to job that is apt to take place within any active organization.)

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See notations of Mr. [redacted] on attached copy.

Quite apart from these managerial considerations, however, we feel that it is important, as a matter of fair personnel policy, to be specific as to whether CIA employment now parallels the Foreign Service rather than normal governmental employment. If it is firm Agency policy that all personnel are subject to rotation and, in principle, do not have the right to refuse without resigning, this is an important enough modification of normal employment terms that no one should be employed without being clearly aware of this factor. Similarly, all employees who came into the Agency before the program was adopted should be notified that their terms of employment have been changed, if this is in fact the case.

3. Promotions (Tab A, paras 3 and 4)

a. From now on, do all promotion requests have to be reviewed both by an Office and an Agency Career Service Board before they can be approved? Is this a change from or an addition to present personnel procedure?

b. What, if anything, will this new procedure add to the amount and type of justification necessary for a promotion and to the length of time before such promotions can be requested or received?